Figure 303: Consolidated sales by region

Creating subtotals

Calc offers two methods of creating subtotals: the SUBTOTAL function and the Subtotals tool.

Using the SUBTOTAL function

The SUBTOTAL function is listed under the Mathematical category of the Function Wizard, and the Functions deck of the Sidebar, which are described in Chapter 7, Using Formulas and Functions. SUBTOTAL is a relatively limited method for generating a subtotal, and works best if used with only a few categories.

A SUBTOTAL example

To illustrate how to use the SUBTOTAL function, we use the sales data sheet shown in Figure 304. The AutoFilter function is already applied to the sales data, as indicated by the down arrow buttons at the head of each column. AutoFilters are described in Chapter 2, Entering, Editing, and Formatting Data.

Figure 304: Sales data with AutoFilter applied (only the first few rows are shown)

To create a summation subtotal for the *Sales Value* field using the Function Wizard:

1) Select the cell to contain a subtotal. Typically, this cell is at the bottom of the column being subtotaled, which, for our example, is the *Sales Value* column.

2) Use one of the following methods to open the Function Wizard dialog (Figure 305):

   – Select **Insert > Function** on the Menu bar

   – Click the **Function Wizard** icon on the Formula bar

   – Press *Ctrl+F2*